# Guidance for using CDAC Materials

These instructions only outline one way to complete the CDAC meeting materials required for every meeting; there are also other methods that work.

Instructions for PDF form

• Adobe Reader version 9 or newer will be required to be able to use the PDF form. Most new computers will automatically have this installed. Adobe puts out an update for their Reader program often. If the PDF does not open or you receive an error, Google search Adobe reader and use their webpage to download the latest version.
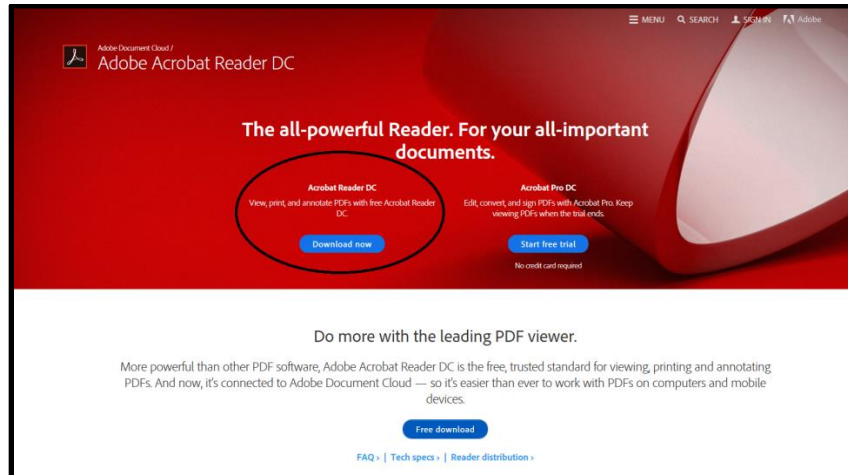

Note If you are using an older computer (Mac/Apple pre-2010 or a PC pre-2010) you may not be able to update to version 9 or newer. If that is the case, try using the Microsoft Word document.

1. On the CDAC resources webpage, **right click** the [PDF] link listed after the title of the material (minutes form, preliminary recommendations form, etc). Click the option to "**Save target as**" on a PC or "**Download Linked File as**" or "**Save link as**" on a Mac.   Make sure you choose a name and file location that you will remember. **Be sure to save form on your computer.**
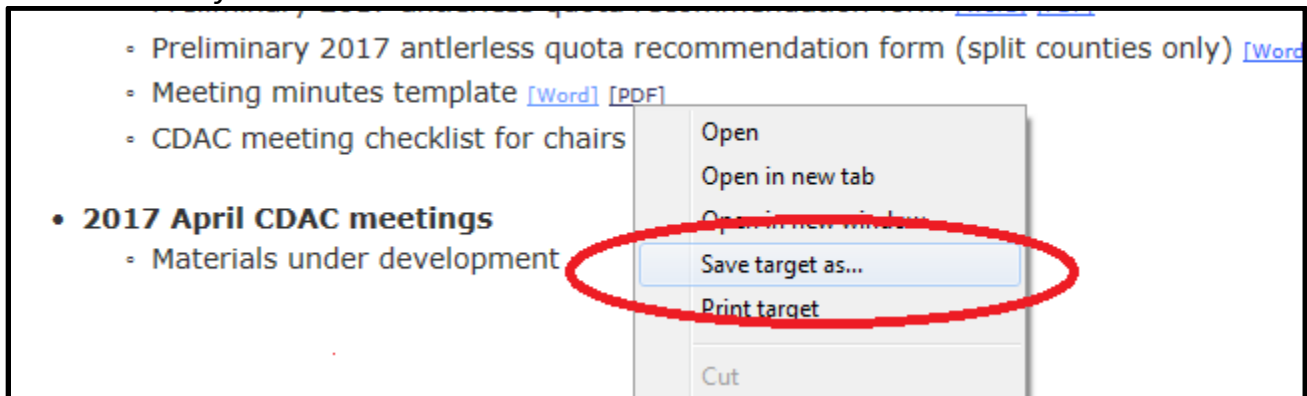
Screen Shot from PC
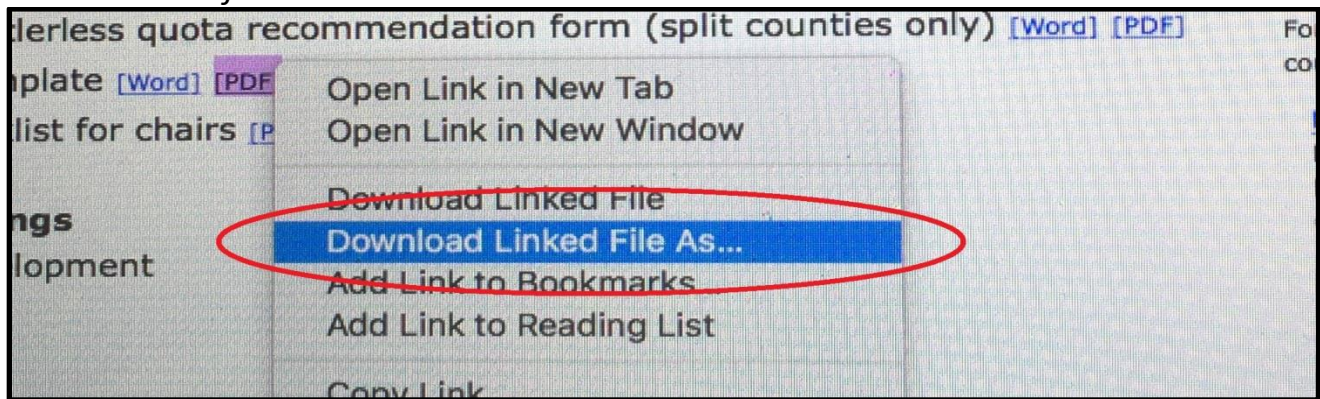
2. Open the form that you have saved on your computer. Once the form is open, you will immediately be able to type in the textboxes.

3. When the form is completed, be sure to save it.
   - For PC users: Save the completed form by clicking "File" in the right hand corner of the form and select "Save as". Again, be sure to name the form something that you remember.
   - For Mac users: Save the completed form by clicking "File" in the right hand corner of the form and select "Save".
   - **If the document is not saved at this point, the information you entered will not be recorded.**

4. Attach the completed saved form to an email and send it to DNRCDACWebMail@Wisconsin.gov by the required date listed on the form.

Instructions for Microsoft Word document

1. On the CDAC resources webpage, **right click** the [Word] link listed after the title of the material (minutes form, preliminary recommendations form, etc) you want to fill in. Click the option to "Save target as" on a PC or "Download Linked File as" on a Mac (see above screen shots for similar examples).   Make sure you choose a name and file location that you will remember. **Be sure to save form on your computer.**

2. Open the file that you have saved on your computer. Once the meeting minute's template form is open you will immediately be able to type in the textboxes. Everything that you are allowed to change will have a grey background color.
   - **Some users** will need to enable the document for editing before information can be entered. This is due to some security settings. This can be done by simply clicking the "Enable Editing" button near the top of the page.
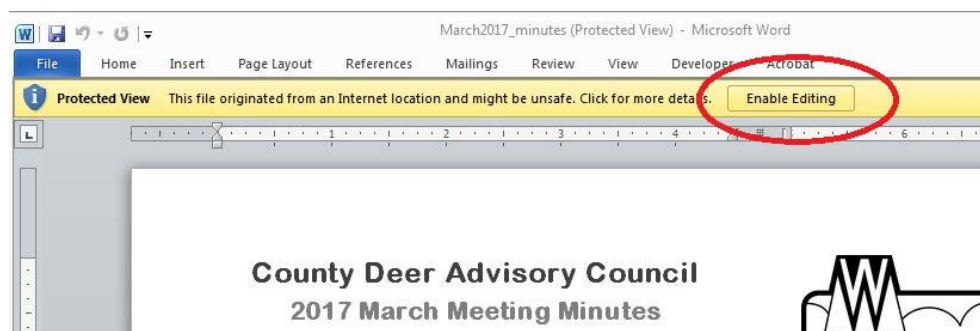
3. When the form is completed, **be sure to save the document**. Save the completed document by clicking "File" in the right hand corner of the form and select "Save". **If the document is not saved at this point, the information you entered will not be recorded.** Attach the completed saved document to an email and send it to DNRCDACWebMail@Wisconsin.gov by the required date listed on the form.

Other notes

- Do not use the "Tab" key to indent. With this type of form, "Tab" will move your cursor to the next available text box.
- Be sure to use the specific CDACs forms. **Do not use the WCC "Template for Meeting Minutes" form for CDAC meetings.**
- All CDAC materials are available in PDF **and** a Word format. If one version doesn't seem to be working, try the other version of the document.
- If you have any questions, please contact the Assistant Big Game Ecologist at (608) 261-7588 or send an email to DNRCDACWebMail@Wisconsin.gov.